

# DCIN/NCIC General Inquiries



Administrative Services Division  
Criminal Information and Identification Section

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<b>Title:</b>	<b>Module 1 - DCIN/NCIC General Inquiries</b>
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Purpose:	<p>To present Users an overview of:</p> <ul style="list-style-type: none"> <li>- the information available through DCIN</li> <li>- how the information is accessed</li> <li>- rules and regulations regarding its use and dissemination</li> </ul>
Training Objectives:	<p>At the end of this instruction, Users will be able to achieve the following objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss the different computer systems and information that can be accessed by using any device with DCIN connectivity.</li> <li>2. Explain the SBI's rules and regulations regarding operator certification and access.</li> <li>3. Utilize the proper log in and log out procedures.</li> <li>4. Discuss sending messages to other DCIN devices within NC.</li> <li>5. Perform inquiries on persons, property and hazardous materials using the necessary available information.</li> <li>6. Identify and understand the type of responses received as a result of inquiries made.</li> <li>7. Describe the proper procedures when a hit is received.</li> <li>8. Perform inquiries into DMV files in NC and other states.</li> <li>9. Discuss the National Insurance Crime Bureau and file information available to operators.</li> <li>10. Discuss and perform inquiries into boat files in NC and other States.</li> <li>11. Discuss the aircraft registration file.</li> </ol>
Hours:	Twelve (12)
Instructional Method:	Lecture/Discussion

Training Aids:	Computer Slide Projector Computer Slideshow Student Outline/Workbook
Revised By:	Chris Wilson District Training Specialist  Training Unit SBI Criminal Information and Identification Section
Revised Date:	April 20, 2009
Revised By:	Chris Wilson District Training Specialist  Training Unit SBI Criminal Information and Identification Section
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Revised By:	Chris Wilson District Training Specialist  Training Unit SBI Criminal Information and Identification Section
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Revised By:	Chris Wilson District Training Specialist  Training Unit SBI Criminal Information and Identification Section
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## **I. Computer Systems Available Through The DCI Network**

### **A. Criminal Information & Identification Section (CIIS)**

1. Division of the State Bureau of Investigation (**SBI**).
2. Maintains North Carolina's statewide computer network for the exchange of law enforcement/criminal justice information
3. Assigned Identifiers.
  - a. Terminal Identifier (**TID**): unique identifier assigned to a terminal with system access and used to route in-state messages. This identifier may be alphanumeric up to 8 characters.
  - b. User Identifier (**User ID**): unique identifier assigned to each certified operator. Consists of your first name initial, your last name up to 15 characters, and 4 digits which are assigned by user's agency.
  - c. SBI Files
    - 1) Recovered Vehicles: Vehicles in the possession of a law enforcement agency that are not reported stolen and the owner is unknown or cannot be contacted.
    - 2) Criminal Records: N.C. criminal records that are substantiated by fingerprint cards.
    - 3) Concealed Handgun Permits: Status information on individuals who have applied for or have been issued NC concealed handgun permits.
    - 4) Sex Offender Registration: Persons who have been convicted of certain sex offenses and are required to register in North Carolina.
  - d. NC DOJ Operations Section is available 24 hours a day at terminal **PIB** or by calling 919.773.7900.

### **B. N.C. Government Computerized Files**

1. N.C. DOT/Division of Motor Vehicles (**DMV**).
  - a. N.C. Driver's Issuance/History.
  - b. N.C. Vehicle Registration.
2. N.C. Wildlife Resources Commission - N.C. Boat Registration.
3. Administrative Office of the Courts (**AOC**) - N.C. criminal court records maintained by each county Clerk of Court.

### **C. National Crime Information Center (NCIC)**

1. Division of the Federal Bureau of Investigation (**FBI**).
2. Maintains national law enforcement/criminal justice computer system.
3. Assigns Originating Routing Identifiers (**ORI's**): The unique identifier assigned to every law enforcement and criminal justice agency nationwide.



4. NCIC Files
  - a. Person files - Includes Wanted, Missing, Foreign Fugitives, Secret Service Protective, Immigration Violators, Violent Gangs & Terrorist Organizations, Protection Orders, Sexual Offenders, Convicted Persons on Supervised Release and Identity Theft.
  - b. Property files - includes Stolen Vehicles, Felony Vehicles, Stolen License Plates, Stolen Parts, Stolen Boats, Stolen Guns, Recovered Guns, Lost Guns, Felony Guns, Stolen Articles, Stolen Securities.
  - c. Interstate Identification Index (III): National name index of criminal records substantiated by fingerprint cards.
  - d. ORI file: Used to obtain the ORI, address, and telephone number of US law enforcement/criminal justice agencies.

**D. International Justice & Public Safety Information Sharing Network (Nlets)**

1. Computer switching center for the exchange of law enforcement and criminal justice information between states and/or Canada.
2. Sources of Information:
  - a. Other States and Federal Government Agencies
  - b. Canadian Police Information Center - CPIC
  - c. National Insurance Crime Bureau - NICB
3. Types of Information Available:
  - a. Other States Sex Offender Registration files.
  - b. Other States/Canadian Driver Issuance files.
  - c. Other States Driver's History and Boat Registration files.
  - d. Other States/Canadian Vehicle Registration files.
  - e. Other States/Canadian Criminal History files.
  - f. NLETS ORI and Hazardous Material files.
  - g. Canadian Wanted/Stolen files.
  - h. NICB Vehicle files.
  - i. Other States' Weather and Road Conditions.
  - j. Administrative Messages - free text messages which can be addressed to agencies in other states or Canada.
  - k. Hit Confirmation - requests and/or responses to confirm matches obtained from the Stolen/Wanted files.

**II. Access and Policies**

**A. Originating Routing Identifier (ORI)**

1. Agencies that have access are identified by an ORI, which is a nine character alphanumeric identifier.
2. Examples of agencies assigned a **full access ORI**:

- a. Law enforcement agencies, e.g. city/county police, sheriff, state police/patrol, military police, SBI, railroad and campus university police, communication centers dispatching for a law enforcement agency, etc.
- b. Criminal justice agencies, e.g. district attorney, judge, magistrate, correctional institution, probation/parole, etc.
- 3. Examples of agencies assigned a **limited access ORI**:
  - a. Non-government law enforcement agencies that are private (company) police with statutory powers of arrest under state law. Includes some hospitals, security agencies, corporations, utilities company, etc.
  - b. Limited access ORI's will normally end with the letter "P". These agencies are prohibited from accessing state/national criminal history information, Violent Gang & Terrorist Organization, and Immigration Violator files.
- 4. ORI Files.
  - a. Query NLETS ORI File by location or ORI: (TQ)
    - 1) By location for listing of agencies and their ORI's.
    - 2) By ORI for agency's name, address, operational time, etc.
  - b. Query NCIC ORI File by ORI: (QO)
    - 1) Translates ORI into agency's name, address and phone number.
    - 2) If ORI is unknown, NLETS ORI inquiry by location must be used.
  - c. Each agency is responsible for maintaining accurate address, telephone/fax numbers, etc. (NLETS/TU; NCIC/MO)

## **B. Certification Policies**

- 1. Personnel enrolled in a certification class must be under management control of an agency that has been assigned an ORI.
- 2. Applicant fingerprint cards must be submitted on each person to be certified and upon return from the SBI must be maintained on file by the agency.
- 3. All personnel who operate a terminal must be certified within 120 days of employment or assignment as a terminal operator.
- 4. All personnel must pass an on-line test of 80% or higher to become certified in a specific module.
- 5. Certification is valid for operating any device, including in-house desktop terminals and mobile/wireless devices.
- 6. Certification is valid for two years. Recertification is necessary for continued access. Test challenge is allowed for recertification only.
- 7. Each agency shall notify their Training Specialist, by sending an e-mail, within 24 hours when a certified operator leaves that

agency's employment. You may find the specific e-mail address listed in the links portion of Omnixx Force. This notification will allow staff at CIIS to immediately move the user to the Inactive file until the person is employed by another authorized agency.

**C. On-Line Testing Policy**

1. TAC must administer all testing of initial and recertification students.
2. Testing will be open book. Students may use their notes from class and their certification manual.
3. Test must be administered in an environment conducive for learning and test taking.
4. TAC must verify identity of person testing and that the person taking the test receives no outside assistance, other than student notes and certification manual.
5. Cheating or assisting in cheating is fraud and may result in revocation of certification; results of SBI investigation may be turned over to outside agencies as needed (such as Training and Standards) and may involve criminal and/or civil sanctions.

**III. Terminal Operator Access**

**A. Log In Procedures for Omnixx**

1. Click on the Omnixx Log In icon. Operator must log in to Omnixx Desktop to establish individual authorization and to enhance system security.
2. Log In Procedures.
  - a. User Identifier. (User ID)
    - 1) Assigned by the TAC consisting of your first name initial, your last name up to 15 characters, and 4 digits which are assigned by the user's agency. (Maximum of 20 characters)
    - 2) Used to achieve access and authorization to the system based on the type of certification.
  - b. Password.
    - 1) Security code maintained by each certified operator to complete the operator log on.
    - 2) Must be 8 characters, alphanumeric and at least one special character combination. See page 57 for approved special characters. Some mobile switches do not currently allow special characters in the login password. Mobile users may have to maintain a 6 character password as letters and numbers until programming changes are made with local vendors.

- 3) If password is no longer secure it may be changed on the log in screen.
- 4) If an operator forgets his/her password, that person cannot sign on until their TAC changes the password.
5. If an operator forgets his/her password, contact the agency TAC.
- c. Click on the Force icon.
- d. A successful log in will result in the receipt of a message indicating successful login.
3. Some mobile users may have additional log in screens that must be completed prior to accessing the system.

**B. Log Out Procedures for Omnixx**

1. Omnixx users must log out to terminate individual authorization and to enhance system security.
2. First, the user must exit Omnixx Force. Next, the user exits Omnixx Desktop for a successful log out.
3. Mobile users will have to complete a log out screen. This should be completed before the unit is turned off.
4. Alt-Routing.
  - a. Method to route an agency's messages to an alternate TID, similar to call forwarding on a phone.
  - b. When exiting Omnixx Force an immediate ALT-Route is established.
  - c. An alt-route request form must be completed and submitted to DOJ/ITD before an alt-route will be activated.
  - d. Mobile devices cannot alt-route traffic.

**C. Log In Procedures for CJIN Mobile - CJIN Mobile Log In Screen**

1. Messages cannot be sent or received until the mobile unit is logged in. The operator will first log in to Criminal Justice Information Network (CJIN) statewide mobile switch, using the CJIN Mobile Log In Screen. Then the operator must log in to the DCI Network in order to perform the DCI transactions.
2. Log In Procedures.
  - a. Personnel Identifier. (PID)
    - 1) One to five alphanumeric character identifier. An example would be a badge number or radio number.
    - 2) This is a mandatory field.
    - 3) Each agency is responsible for coordinating with the SHP Information Management Unit (IMU) the assignment of a PID for each authorized user. SHP IMU can be reached at 919.662.4440.
  - b. Password.

- 1) Six alphanumeric character identifier, no special characters. The password will not be displayed when typed for security purposes.
- 2) This is a mandatory field.
- 3) A default password has been designated and must be used to initiate the first log in to the CJIN mobile switch. The default password is CJIN. The operator must then use the CJIN MOBILE CHANGE OF PASSWORD screen and create a new unique password.
- 4) The new CJIN password can be the same as the DCI password the operator chooses. To do this, the CJIN password must be 6 characters.
- c. UNIT - One to five alphanumeric character identifier specifying the radio call number (SHP USE ONLY).
- d. SECTOR - One to three numeric character entry specifying the assigned troop or district (SHP USE ONLY).
- e. After the log in information has been entered, the operator will transmit.

**D. Change of CJIN Password - CJIN Mobile Change of Password**

1. After logging in for the first time, the default password of CJIN must now be changed to a password selected and created by the operator.
2. The change of password screen allows for the creation of a unique password for the operator.
3. Type the PID in the PID field.
4. Type the default password CJIN in the PASSWORD field.
5. Type the new password (6 alphanumeric characters created by the operator) in the NEW PASSWORD field.
6. Type the new password again in the RETYPE NEW PASSWORD field.
7. After the change of password information has been entered, the operator will transmit.
8. After using the CHANGE OF PASSWORD screen to create a new password, the operator must again select the CJIN Mobile Log In screen and follow the log in procedures using the new password in order to gain access to the new mobile switch system.
9. Failure to log in again will result in a security violation error if the operator attempts to perform a transaction. This is one of the most common errors mobile operators encounter. This is a one-time process. Each subsequent time the operator logs into CJIN, he uses his own unique password.
10. If the operator forgets his CJIN password after it has been changed from the CJIN default password, the agency must contact the

Highway Patrol at 919.662.4440 to reset the CJIN password back to the default (CJIN).

11. After using the Change of Password screen to create a new password, the operator must again select the CJIN Mobile Log In screen and follow the log in procedures using the new password in order to gain access to the mobile switch system.

**E. CJIN Mobile Log In to DCIN - DCIN Log In Screen**

1. After logging in to the mobile switch, select the DCI LOG IN screen and log in to the network.
2. Logging in to the system requires utilizing a User ID and a Password.
  - a. User ID.
    - 1) Assigned by the TAC consisting of your first name initial, your last name up to 15 characters, and 4 digits which are assigned by the user's agency. (Maximum of 20 characters)
    - 2) Used to achieve access and authorization to DCI based on the type of DCIN certification.
  - b. Password.
    - 1) Security code maintained by each certified operator to complete the operator log on.
    - 2) Must be 8 characters, alphanumeric and at least one special character combination.
    - 3) If a password is no longer secure it may be changed on the log in screen.
    - 4) If an operator forgets his/her password, that person cannot sign on until a TAC changes the password.

**F. Log Out Procedures for CJIN Mobile - CJIN Log Off Screen**

1. The CJIN Mobile Log Off screen must be used to log off. This will log the operator off of both the CJIN mobile switch system and the DCI network.
2. Type your PID in the PID/BADGE field. The UNIT field should be left blank.
3. After the log off information has been entered, the operator will transmit.
4. The log off should be done before the unit is turned off.
5. Wait for log off responses from both DCIN and CJIN before shutting down the mobile device.

**IV. Message Transactions**

**A. Status Transactions**

1. DTST - Display Terminal Status.

- a. Determines status of your terminal.
  - b. From the DTST form click transmit.
2. DTST and TID.
  - a. Determines status of another terminal, by indicating specific TID.
  - b. From the DTST form, enter a TID and click transmit.
3. DLST - Determine Line Status.
  - a. Allows a user to check line status of III, NCIC, and Nlets.
4. Mobile users must utilize the free text screen and enter one of the above transactions.

## **B. Text Messages**

1. Computer Generated Message Headers.
  - a. Header indicates where message originated.
  - b. Will identify output/input TID's, message numbers, and the dates/times of the message.
  - c. Appears on the top two lines of most messages received.
2. In-State Text Messages – SEND.
  - a. An in-state text message is a message to another terminal(s) within North Carolina for the exchange of law enforcement/criminal justice related information.
  - b. Messages may be sent (routed) by one or more of the following options:
    - 1) Individual TID
    - 2) Multiple TID's
    - 3) Mileage radius (1 to 50 miles)
    - 4) Routing list (specific highway, geographic, special)
  - c. Omnixx Users: Select the SEND form. Enter the destination TID. If more than one TID is used separate them with a space. (Do not use a comma at the end of the last TID) Then type the message in the message text field.
  - d. Mobile Users: Select the free text screen. In the home position, type SEND followed by a blank space, and the destination TID(s) followed by a comma (i.e. SEND CTA, or SEND CTA HKA,). The body of the message is typed after the comma and can be typed on the same line as the comma or may appear on lines below the comma.
  - e. Messages must be for appropriate law enforcement-related purposes only.
  - f. Using an in-state text message for inappropriate purposes is a violation of state regulations and may subject the operator and agency to sanctions by CIIS.
  - g. To review the routing lists, select the Links menu in the Omnixx software. Then select NC Routing Identifiers.
  - h. Routing should be limited to areas or agencies that have a need to know of the information.

3. Omnixx Out-of-State Administrative Text Messages.
  - a. Out-of-State/Canadian text message used to exchange law enforcement or criminal justice related information.
  - b. This message may be sent to one or up to five different agencies by using the agency ORI.
  - c. Out-of-State Canadian Messages.
    - 1) Requires purpose, requestor's name, and whether person/property is in sight.
    - 2) No multi-destination messages.
  - d. Mobiles do not have the ability to send text messages out-of-state.
4. CJIN Mobile Administrative Text Message.
  - a. The Administrative Text Message screen for the statewide terminals is designed to send messages from one mobile unit to another mobile unit(s). This type of message does not go through the DCI Network.
  - b. The information listed below is used in the fields on the Administrative Message screen.
    - 1) DEST TYPE - Use PID, ALL or Leave Blank (defaults to TID if left blank).
    - 2) DEST - The actual PID or TID of the destination of the message you are sending.
    - 3) AGENCY - This field should be left blank to search the entire CJIN database.
    - 4) MSG - Type in the text of the message.
    - 5) ERROR - An error response is displayed in this field. For example, if a message is sent to a mobile device that is not signed on, a response will indicate the unit is not signed on.
  - c. When ALL is used the DST TYPE field and the AGENCY field is left blank, the message will go to all MDT's within your agency.
  - d. If an Administrative Message is sent to a mobile device that is not signed on, the message will not be received. The MDT sending the message will receive a response indicating the unit is not signed on.
  - e. An Administrative Message will not wait on queue when the MDT is signed off. If you want to send a message to wait on queue so the person can receive the message when they log in, use the SEND form.

**C. Omnixx Message Display Components**

1. **Message Window** - Allows the user to view all messages sent or received during the current Omnixx Force session.



2. ***Message Display*** - Allows the user to view a specific message or transaction.
3. ***Message Log*** - Allows the user to search and view messages that were sent and received during the current or previous sessions of Omnixx Force. User may retrieve messages by: a key word, specific time frame, operator & TID.

#### **D. CJIN Message Folders**

Software programs that agencies use to access CJIN Mobiles have special computer “folders” or files for messages. Different software programs use different terminology for these folders, but generally they are as follows:

1. Unread Messages.
  - a. Messages received on a mobile terminal are stored in the unread folder, until the operator views them. This folder is sometimes referred to as the “main” folder.
  - b. Once the message is viewed, it is then moved to the “received” or “read” folder.
2. Received Messages.
  - a. Messages received will be stored until they are cleared. Using the appropriate keyboard function or menu, the user can clear these messages. Some software programs refer to this folder as “read” messages, while some programs refer to this folder as “stored.”
  - b. A keyboard function is available to allow you to scroll through the stored messages and if necessary you can save a message from “stored” to “scratchpad”.
  - c. A message cannot be moved from the "scratchpad" to "stored".
3. Scratchpad. (Saved Messages)
  - a. The scratchpad is used to save messages. This feature can be used to save certain messages that you need to retrieve at a later time.
  - b. A keyboard function is available to recall saved messages and to scroll through the saved messages.
  - c. The number of messages saved is normally displayed at the bottom of the screen in the "saved" or “scratchpad” block. Using the appropriate keyboard function or menu, the user can clear these messages.
4. Sent Messages.
  - a. Messages sent from a mobile are stored in the “sent” folder until cleared by the operator.
  - b. A sent message can also be placed in scratchpad (saved) if necessary.
5. Clearing Message Folders.

- a. Messages in these folders will remain there until they are cleared.
- b. It is best to clear all folders at the end of each day (or shift).
- c. A special menu is available where you can place an “X” in the block for each folder to clear all messages. If you need to leave the messages in a particular folder, then omit the “X”.
- d. Check with your agency MDT coordinator on how to use these features because keyboard functions may vary depending on the type of equipment and software application.

**E. CJIN Service Messages**

- 1. CJIN Acknowledgment of Messages.
  - a. “Message Acknowledged”, “Message Sent”, or “Trans OK” - the message was received by the radio network.
  - b. The operator should receive this response soon after transmitting.
- 2. CJIN Radio Network not Accessible.
  - a. “Message Not Acknowledged” or “Out of Range” - the message was not received by the radio network.
  - b. Instead of a message, some software programs display an icon of a radio tower. A green icon means adequate tower reception, while a red icon means inadequate tower reception.
  - c. The MDT might be out of range, in a poor coverage area, or a device in the radio network might be down. The operator should attempt to resend message.
  - d. If MDT continually reports this message in different areas, report it to the system administrator.
- 3. CJIN Computer Switch Out of Service.
  - a. “System Down” or “Host Down” - the message was received by the radio network, but not by the message switch.
  - b. Message switch is out of service. Try again in a couple of minutes. If problem persists, report it to the system administrator.

**F. Omnixx Help Information**

- 1. **General Help** can be obtained by selecting the Links category from the Menu Bar for state file.
- 2. **Form Help** can be obtained by right clicking anywhere within the form and selecting Form Help. This will provide specific instructions on how to utilize the form.

3. **Field Help** can be obtained by right clicking within a specific field and selecting Field Help. This will provide an explanation or listing of codes for a specific field.

## V. Inquiries

### A. Query/Inquiry

1. Transaction used to initiate a search of a file(s) using the identifier(s) provided.
2. Obtain as much information as possible to complete the inquiry.
3. Using more than one identifier increases the chance of obtaining a correct match or hit.
4. Several queries by different identifiers may be needed to obtain a match.
5. Some queries will cause a multiple file search.
6. NCIC Options.
  - a. Expanded Name Search (ENS) field allows each name part to be searched as a surname. If a “Y” is placed in this field, NCIC performs an expanded name search. An inquiry on “SMITH,JOHN HENRY” would search for records on every possible name combination using the three name parts. This field defaults to “N” if left blank.
  - b. Related Search Hit (RSH) field allows retrieval of related NCIC records. If a “Y” is placed in this field, NCIC will return all records that are linked (such as multiple guns taken in the same larceny, having the same ORI and same OCA). This field will work with any inquiry option. This field defaults to “N” if left blank.
  - c. Image Indicator (IND) field allows images (if any) to be received from NCIC by placing a “Y” in this field. CJIN mobiles cannot receive images from NCIC at this time.
7. Hit Confirmation.
  - a. Any hit(s) received that matches the person or property of an inquiry must be confirmed prior to seizure or arrest.
  - b. Details on hit confirmations will be discussed later.
8. Delayed Hit Inquiry Response.
  - a. All NCIC inquiries are stored for 5 days and compared against entries and modifications occurring during that time frame.
  - b. The original inquiring agency gets a notice that an inquiry they made previously now matches a record, and a copy of the record is included with the notice.
  - c. The agency making the entry or modification is also included with the notice.
  - d. The agency making the entry or modification is also sent a notice identifying the original inquiring agency.

**B. Wanted Person Inquiry - QW**

1. Individuals with outstanding felony warrants (extraditable or non-extraditable) or outstanding misdemeanor warrants (extraditable or non-extraditable). This includes juveniles who are adjudged delinquent who have escaped from an institution with legal custody or have absconded probation or parole, and juveniles who are charged with the commission of a delinquent act that would be a crime if committed by an adult and have fled from the state where the act was committed.
2. Inquiry Search Guidelines.
  - a. If name and numeric identifier, other than a DOB, is used record(s) containing that specific identifier are returned and the name is not searched.
  - b. If name and DOB are used, record(s) will be returned in the following manner:
    - 1) NCIC Wanted Person: soundex on last name, any first name. The DOB must be exact.
  - c. If inquiry is by NIC, leave all other fields blank. Inquiry by NIC will return the specific NCIC record requested.
3. Extradition Procedures.
  - a. Extradition is expected unless otherwise noted in the record.
  - b. Extradition limitations or NOEX (no extradition) may be placed at the top of the record, in the Miscellaneous field, or both.
  - c. If response has extradition limitations and your agency is not included in the extradition area then do not send a hit confirmation request or perform a locate transaction. An administrative message may be used to inform agency the person is in your jurisdiction.
4. Responses associated with the wanted person search may be from one or more of the following files:
  - a. **Wanted Persons** - persons entered with extraditable or non-extraditable felony or misdemeanor warrants.
  - b. **Missing Persons** - persons reported as missing.
  - c. **Foreign Fugitives** - persons entered by Interpol and wanted in other countries, which may be in the US.
  - d. **US Secret Service Protective** - persons entered by USSS who may pose a threat to a protectee.
  - e. **Immigration Violators** – includes deported felons (aliens who have been convicted of a felony and deported), absconders (alien absconders for whom a warrant of removal from the country has been issued), and individuals who have violated national security entry/exit registration laws.

- f. ***Violent Gang and Terrorist Organizations*** - persons identified as a member of a violent gang and/or terrorist group.
  - g. ***Protection Orders*** - protection orders issued in NC or other states recorded in the national file; these records include both protection orders (Domestic Violence Protective Orders) and temporary protection (Ex Parte Domestic Violence Protective Orders) entered by NC Sheriff's Offices as required by law. Only active records are searched when a wanted/missing person inquiry is performed.
  - h. ***NCIC Sex Offender Registry*** - sex offenders registered in NC or other states recorded in the national file.
  - i. ***Supervised Release*** - individuals convicted of crimes, having to report to state or federal probation/parole officers, and are under specific conditions related to restricted activities and are to remain in designated geographical area.
  - j. ***Identity Theft File*** - effective April 3, 2005, a new Identity Theft File was implemented by NCIC. This file will allow law enforcement agencies to enter information into NCIC on **victims** of identity theft.
  - k. ***NC DOC Records*** – responses can include DOC photo, parole status and other descriptor information.
  - l. ***NC Concealed Handgun Permits*** - persons issued a permit to carry a concealed handgun in NC.
  - m. ***NC Sex Offender Registration*** - persons convicted of certain sex offenses who are required by law to register in NC.
5. Data that could be provided in a response:
- a. Caution needed when approaching.
  - b. Extradition status or limitations.
  - c. Additional warrants on file.
  - d. Alias or additional information

### C. **Missing Person Inquiry - QM**

- 1. Individuals reported missing to a law enforcement agency.
- 2. Inquiry Search Guidelines.
  - a. If a name and numerical identifier are available, use a wanted person inquiry.
  - b. If physical descriptors are the only information available, this inquiry may provide a response with up to 20 highest scoring matches.
- 3. Missing person matches would indicate one of the following:
  - a. ***Disabled*** - proven mental/physical disability who is subjecting self or others to personal danger.

- b. **Endangered** - missing under circumstances indicating physical safety may be in danger.
  - c. **Involuntary** - missing under circumstances indicating disappearance may not have been voluntary.
  - d. **Catastrophe Victim** - missing after a disaster such as an airplane crash, flood, hurricane, tornado, etc.
  - e. **Other** - a person 21 year of age or older not meeting criteria for entry in any other category who is missing and for whom there is reasonable concern for his/her safety.
  - f. **Juvenile - Runaway**
    - 1) A person under the age of 21 that does not meet the entry criteria for any other file.
    - 2) Juvenile, as defined by state law, reported as a runaway from home.
    - 3) Law enforcement may take temporary custody if reasonable grounds exist to believe a juvenile is an undisciplined juvenile.
    - 4) State law defines undisciplined juvenile, in part, as someone who is between 6 and 17 years of age who has run away from home for a period of more than 24 hours.
    - 5) Date and time juvenile first determined to be a runaway should be placed in the Miscellaneous field. This information will assist law enforcement officials who may encounter this juvenile in making a decision regarding custody based on the statutory requirement of being a runaway for more than 24 hours.
4. **AMBER Alert** – (America’s Missing: Broadcast Emergency Response). In-State message generated by a NC law enforcement agency when a child (less than 18 yrs of age) is abducted.
- a. This message is sent to all agencies in NC on routing lists SO PD SHP.
  - b. Users receiving this message should forward to all mobiles in their jurisdiction and follow their agency’s policy on radio broadcasts.
5. **Silver Alert** - Silver Alert is a system to quickly notify law enforcement about a person of any age who is considered a missing endangered individual that suffer from dementia or other cognitive impairment. The investigating local law enforcement agency and the Center for Missing Persons work together to notify the surrounding community and media about the missing endangered person. Complete Silver Alert information available from [www.nccrimecontrol.org](http://www.nccrimecontrol.org).

**D. Unidentified Person Inquiry - QU**

1. Individual whose identity cannot be ascertained such as an amnesia victim or infant.
2. Inquiry Options.
  - a. Body Part Status.
  - b. Physical Descriptors.
3. Responses may indicate one or more of the following files:
  - a. ***Unidentified Deceased.***
  - b. ***Unidentified Catastrophe Victim.***
  - c. ***Unidentified Living.***
4. Direct inquiry not available on mobile devices.

**E. Identity Theft Inquiry - QIDN**

1. Individuals who are victims of identity theft. This file allows agencies with a documented case of identity theft to enter the information on the victim.
2. Inquiry Options.
  - a. Name and one, more than one, or all of the following alphanumeric identifiers: DOB, FBI, MNU and SOC.
  - b. Additional, inquiries may be made by using only the NAM and OCA or NIC only.
  - c. When Name and DOB are used both are searched with a soundex performed on the Name.
3. Law enforcement agencies are provided with information necessary to determine whether an individual in question (such as in a traffic stop) is the victim of the identity theft or the actual offender.
4. This information is beneficial in either preventing a false arrest of the actual victim or in effecting the arrest of the suspect.
5. A password is coordinated and decided upon between the investigating law enforcement agency and the actual victim. The password is utilized for identity confirmation. The password is located in the response.
6. The Identity Theft file is the “good guy” file compared to other NCIC “bad guy” files such as Wanted Persons and Violent Gang records. In many cases of identity theft, the true identity of the offender(s) is unknown. (Example of response on page 60.)

**F. Stolen Vehicle/License Plate/Part Inquiry - QV**

1. ***Stolen Vehicle*** - Any motor driven conveyance designed to carry it's operator except boats. Includes cars, trucks, tractors, trailers, mopeds, airplanes, etc.
2. ***Felony Vehicle*** - Vehicle not reported stolen, used in the commission of a felony, and its whereabouts is unknown.

3. **Recovered Vehicle** – NC State only file for vehicles in the possession of law enforcement, not reported stolen, and the owner is unknown or cannot be contacted.
4. **Stolen License Plate** - License plate stolen separately from a vehicle, including lost plates.
5. **Stolen Part** - Any serially numbered component, which has been stolen from a vehicle/boat. Includes engines, axles, bumpers, outboard motors, etc.
6. Query of Vehicles, License Plates, Parts.
  - a. Transaction used to query any vehicle, license plate, or part.
  - b. LIC, VIN, and/or OAN.
  - c. VIN is edited for check digit and vehicle year characters.
  - d. Multiple file search includes the vehicles, plate, part, person, boat, and Canadian Vehicle Index files.
7. Direct inquiry not available on mobile device but is accessible through vehicle registration inquiry.
8. On April 21, 2004 CIIS implemented LOJACK as a new feature relating to the NCIC Stolen Vehicle File.
  - a. LOJACK compares the stolen vehicle VIN to their database of customers. If a VIN match is found, LOJACK sends a radio signal through its radio towers in the participating states to activate the hidden transmitter. Once activated, the hidden transmitter sends a signal every 15 seconds until the transmitter is deactivated and/or vehicle is removed from NCIC.
  - b. The signal being emitted from the LOJACK transmitter can be picked up on a LOJACK Police Tracking Computer (PTC).
  - c. A LOJACK PTC can pick up a signal 3-5 miles away under good conditions. The PTC uses directional indicators on the PTC display to indicate the direction from which the signal is originating and the strength of the signal.
9. **LOJACK Check/Reply Transaction (LE)**
  - a. The “Message Type” field requires the use of one of the following codes:
    - 1) “CHECK” which allows the user to inquire on a reply code being received on the PTC.
    - 2) “REPLY” which allows the user to request a “speed-up” of the signal being transmitted
  - b. If the user submits a “REPLY” request, LOJACK will speed up the signal to once per second. The signal will continue at this rate for thirty minutes. If the vehicle has not been located within the thirty minutes, another “REPLY” request can be submitted.
  - c. The “LOJACK Check/Reply” transaction is available in the Omnixx software on in-house terminals.



**G. Stolen Boat Inquiry - QB**

1. A vessel for transport by water, constructed to provide buoyancy by excluding water and shaped to give stability and permit propulsion.
2. Inquire by one of the following:
  - a. Boat Hull Number.
  - b. Registration Number.
  - c. Searches Stolen Boats and in some cases Stolen Vehicles and/or Parts.
3. Direct inquiry not available on mobile device but is accessible through boat registration inquiry.

**H. Stolen Gun Inquiry - QG**

1. **Stolen Gun** - A serially numbered weapon for which a stolen report has been filed.
2. **Recovered Guns** – A serially numbered weapon that has been abandoned, seized, or found for which no stolen or lost gun report is on file and the owner is unknown or cannot be located.
3. **Lost Guns** - A serially numbered weapon for which a lost or missing report has been filed.
4. **Felony Guns** - A serially numbered weapon believed to have been used in the commission of a felony and the location is unknown.
5. Inquiry Options.
  - a. By Serial Number.
    - 1) If more than one number appears on the weapon, use the frame number or perform separate inquiries on all the numbers.
    - 2) Cannot use stock, model or owner applied number.
    - 3) Optional fields should be used if available (gun make, caliber, model, related search hit).
    - 4) Will search all NCIC Gun files.
    - 5) May produce several serial number matches; always check the make, caliber, and type on all responses that are received.
  - b. By NIC.
    - 1) Will return the specific NCIC record requested.
    - 2) Leave all other fields blank.

**I. Stolen Article Inquiry - QA**

1. Stolen property identified by unique serial number and/or owner applied number except items entered in the boats, guns, vehicles, license plates, parts, or securities files. Includes bicycles, appliances, livestock, etc.
2. Inquiry Options.
  - a. By SER and/or OAN.

- 1) Searches by article type with either a serial number or owner applied number.
- 2) May inquire using both SER and OAN at the same time if both are available.
- 3) Searches “self made” category for matches.
- 4) Searches single or group records.
- 5) May produce several number matches.
- b. By NIC.
  - 1) Will return the specific NCIC record.
  - 2) Leave all other fields blank.

**J. Stolen Security Inquiry - QS**

1. Securities that are negotiable and exchangeable for cash, which can be identified by serial number that have been stolen, embezzled, or counterfeited. May include money orders, currency, traveler’s checks, bonds, etc.
2. Some items such as credit cards, government checks, and personal checks do not meet NCIC criteria for any file.
3. Inquiry Options.
  - a. By type, serial number, denomination and issuer. If TYP codes are not available, use AO (All Other), which will search all types.
  - b. By Type and Owner.
  - c. By Owner. (SOC or OCA can also be used)
  - d. By Social Security Number.
  - e. By NIC.
    - 1) Will return the specific record
    - 2) Leave all other fields blank

**VI. Canadian Hot Files (CPIC)**

- A. Persons (WQ) - Response may indicate wanted, charged, prohibited, parolee, probation, missing, etc.
- B. Vehicles (VQ) - Response may be stolen, observation, abandoned, etc.
- C. Boats (CBQ) - Response may show stolen, abandoned, or missing boat
- D. Guns (CGQ) - Response may indicate stolen, missing, recovered, etc. Canadian Firearms Registration also checked.
- E. Articles (CAQ) - Response may show stolen, missing, pawned, etc.
- F. Securities (CSQ) - Response may indicate stolen, counterfeit, recovered, etc.
- G. Canadian inquiries require a reason code and if the person/property is in sight.
- H. Canadian hit confirmations are handled the same way as NCIC/DCI hit confirmations utilizing the appropriate hit confirmation request transactions.

## **VII. Violent Gang and Terrorist Organization - QGG, QGM**

### **A. Purpose**

1. Officer safety is enhanced by alerting officers of the potential danger posed by members of violent gangs and terrorist organizations.
2. Allows for the exchange of identifying information on these groups and their members.

### **B. Inquiry Options**

1. By Group and/or Subgroup Names. (QGG)
2. By Name & Numeric Identifier or Vehicle Identifier. (QGM)
  - a. Search guidelines same as QW.
  - b. Only searches the VGTOF.
  - c. May receive multiple records on one individual.
  - c. If gang name is not listed in drop down box, operator can key in free text gang name and transmit. Click override button and the inquiry will be transmitted to NCIC.

### **C. Responses**

1. Responses received are for law enforcement/criminal justice use only.
2. Non-criminal justice personnel should not receive VGTOF response.
3. Different levels of threats are indicated on response with specific instructions.

## **VIII. Protection Orders - QPO**

### **A. Purpose**

1. State law requires the Sheriff of each county to provide for the prompt entry of all domestic violence protection orders.
2. Allows nationwide access to all states' protection orders for enforcement as required by federal full faith and credit law.

### **B. Types of NC Domestic Violence Orders**

1. Ex Parte Domestic Violence Protective Order
  - a. Usually issued by a district court judge, but may be issued by a magistrate if authorized by the chief district court judge.
  - b. Protects alleged victim and minor children prior to a domestic violence court hearing and may provide limited emergency relief.

- c. Valid for time period specified in Order. If issued by a magistrate only valid for 72 hours from filing or the end of the next day on which district court is in session in the county whichever is earlier.
- 2. Domestic Violence Protective Order
  - a. Issued by district court judge after a domestic violence court hearing has been conducted.
  - b. May provide relief and/or assistance to spouse and/or minor children.
  - c. Valid for up to two (2) years.

**C. Inquiry Options**

- 1. Inquiry by name and numeric identifier will provide a response from NCIC and could include a status of one of the following:
  - a. Active.
  - b. Expired.
  - c. Cancelled - dismissed by the court.
- 2. Responses from the Protection Order File are not probable cause to detain, search, or arrest an individual based solely on the record.
- 3. Release of information in these records is left in the sound determination of the agency.
- 4. Direct inquiry not available on mobile devices but POF records are accessible when wanted/missing person inquiry is performed. Response will be active records only.

**IX. NC Concealed Handgun Permit File – QCG**

**A. Purpose**

- 1. NC residents who have met issuance criteria may carry a concealed handgun if they have received a concealed handgun permit from the Sheriff of their residence county.
- 2. Permittee must carry the permit and a valid identification whenever in possession of a concealed handgun.
- 3. When approached by a law enforcement officer, the permittee must indicate he has a valid permit and is carrying a concealed handgun. If officer requests, permittee must show both the permit and the valid identification.
- 4. Permits may be used statewide except where prohibited.
- 5. Permits are valid for 5 years. An emergency temporary permit is valid for only 90 days. The expiration date is indicated on the permit.

**B. Inquiry Options**

- 1. Individual Record.
  - a. Permit Number.

- 1) Will provide complete history of permit.
- 2) Will display reasons for suspensions/revocations, if applicable.
- b. Driver's License/ID Number.
  - 1) Will provide index response indicating permittee's name, permit number, address, and status.
  - 2) Inquiry by permit number will provide detailed response.
- c. Name.
  - 1) Will provide index response indicating permittee's name, permit number, address, and status.
  - 2) May provide multiple responses.
  - 3) Optional fields should be used when available to narrow search.
2. County Listing (using County with Start and End Date) will provide a county list of a specific permit status by the month.
3. Responses will contain identifying information.
4. Responses may indicate a status of PENDING, VALID, DENIED, SURRENDERED, APPLICATION WITHDRAWN, SUSPENDED, REVOKED, REINSTATED or EXPIRED.
5. Direct inquiry not available on mobile devices but records are accessible when wanted/missing person inquiry is performed.

**C. Dissemination**

1. Responses received are for law enforcement and criminal justice use only and may not be given to the public.
2. Sheriff's Offices are the only agencies that will have a registry that may be viewed by the public.

**D. Notification of Possible Concealed Handgun Permit Violation**

1. This automated notification transaction (NCGV) is used by any law enforcement agency when they have arrested or charged a concealed handgun permittee with an offense which could possibly cause suspension or revocation of a concealed handgun permit. (Includes DWI charges).
2. Once transmitted, an automatic notification message is sent to the Sheriff that issued the concealed handgun permit or is the current "contact agency" for permit.
3. It is the responsibility of the Sheriff receiving this notification to follow-up on the charges to determine if a suspension or revocation hearing is appropriate.
4. Important transaction to assist Sheriffs in assuring compliance with the concealed handgun permits law.
5. This transaction can only be performed on standard in-house devices.

**E. Concealed Handgun Reciprocity**

1. Effective August 14, 2003, other states recognizing NC's concealed handgun permittee's will automatically be granted reciprocity for carrying concealed handguns in NC.
2. The list of reciprocal states, along with contact information for verifying out of state permits, can be found in the Omnixx Force/Links/Concealed Handgun Permits/Concealed Permit Reciprocity. Identical information is also maintained on the NC Department of Justice Website ([www.ncdoj.gov](http://www.ncdoj.gov)).

**F. Query Nlets Concealed Weapon Permits (CWQ)**

1. This transaction can be used to obtain a permit record from certain participating states. Complete list available from [www.ncdoj.gov](http://www.ncdoj.gov).
2. Current states would include those that have signed a reciprocity agreement. A list of reciprocal states can be found in Links, Concealed Handgun Permits, Concealed Permit Reciprocity.
3. May Inquire By:
  - a. Name & DOB.
  - b. Permit Number.
  - c. Social Security Number.
4. Any responses received are for law enforcement/criminal justice use only. No public dissemination is allowed of these record responses.

**X. Sex Offender Registration and Public Protection File - QSO**

**A. Purpose**

1. The purpose of the Sexual Offender Registration and Public Protection File is to assist local law enforcement efforts to protect their communities by requiring sex offenders to register.
2. This file facilitates the exchange of relevant information about sexual offenders among law enforcement agencies in order to conduct investigations and quickly apprehend sex offenders.

**B. NC Sex Offender Registration**

1. Requires persons convicted of certain sexual offenses to register with the Sheriff of their county of residency for a period of at least 10 years then may petition the superior court in the district where the offender resides for termination of the registration requirement.
2. As of 10/1/2001, some offenders, while not necessarily living in NC, may be required to register with a NC Sheriff. Nonresident students and nonresident workers may be required to register with the Sheriff of the county in which they work or attend school.

3. As of 10/09/2002, any person registered in NC must register with the Sheriff if enrolled in any institution of higher education on a full-time or part-time basis, or if employed full or part-time at an institution of higher education. The offender must also notify the Sheriff of any change of enrollment of employment at such institutions.
4. Effective December 1, 2008:
  - a. In person reporting period shortened to three (3) business days.
  - b. Prohibited from Commercial Social Networking Websites.
  - c. Prohibited from changing name.
  - d. Prohibited from certain locations.
  - e. Change in verification letters shortened to three (3) business days.
  - f. Online identifiers must be provided to Sheriff's Office.
4. Some offenders will require lifetime registrations.
  - a. Sexually Violent Predators
  - b. Aggravated Offenders
  - c. Recidivists

#### **C. NC Violations**

1. Any of the following violations is chargeable as a Class F Felony:
  - a. Fail to Register – FTR
  - b. Failed to Change Address – FTC
  - c. Failed to Verify Address – FTV
  - d. Failed to Inform Student Status – FTS
  - e. Failed to Inform Work Status – FTW
  - f. Forged or Falsified Data – FFD
  - g. Reports Intent to Reside in Another State but Remains in the State – FMS
  - h. Failure to Notify of Out of County Employment with Temporary Residence – FOC
  - i. Fails to Report in Person to Sheriff as Requested – FRP
  - j. Fails to Report Online Identifier Change(s) – FID
2. Warrantless Arrest.
  - a. May be made for any of these violations by any probation/parole or other law enforcement officer.
  - b. Individual may be immediately arrested after performing the appropriate hit confirmation.
3. Individuals who commit violations of this law may be entered into NCIC Wanted Person file provided required conditions are met.

#### **D. Inquiry Options**

1. Detailed Record
  - a. Sex Offender Number (SRN) or Dept. of Correction Number (DOC).

- b. Responses contain the following information
  - 1) Identification Data. (SMT's, Aliases, DOB, SID, FBI, etc.)
  - 2) Registration Status. (Pending, Registered Sex Offender, Registered Predator, Registered Juvenile, Recidivist, Aggravated Offender & Nonresident Student or Worker)
  - 3) Violation Status. (FTR, FTC, FTV, FTS, FTW, FFD, FMS, FOC or NVL - No Verification Letter received for Juvenile)
  - 4) Any additional sections maintained in the base record.
- 2. Individual Search.
  - a. By NAME and/or optional fields.
  - b. Response contains the following information:
    - 1) Basic Physical Description.
    - 2) SRN or DOC.
    - 3) Registration Status.
    - 4) Violation Status.
- 3. Area or Status Search.
  - a. County, City, Zip Code or a Statewide Listing.
  - b. Inquiries by area will provide a response for all status types.
  - c. Responses may be limited by selecting one or more status types.
  - d. Statewide listing will show all status types except registered.
- 4. Statewide Registry.
  - a. Statewide registry will include all registration status and violation status types.
  - b. Go to <http://ncfindoffender.com/stats.aspx>.
- 5. Direct inquiry not available on mobile devices but records are accessible when a wanted/missing person inquiry is performed.
- 6. NC DMV Driver's License Examiners will perform a National Sex Offender check on individuals who apply for a license and have lived in NC for 12 months or less. This search is used to determine if the individual has registered as a sex offender in accordance to NC law.
- 7. If the individual is not a registered sex offender, the individual will then be issued a license or ID. If the individual is listed as a sex offender, he/she will be sent to the Sheriff's office to get proof that he/she has registered as a sex offender in North Carolina. If the registry is down at time of the search, the license will be issued, but then will be revoked, if the person is found to be a sex offender.



**E. Hit Confirmation Procedures**

1. NC Sex Offender registration law gives law enforcement the ability to make felony and warrantless arrests.
2. Prior to making a warrantless arrest or taking enforcement action the officer must confirm the registration status or violation status of the record.

**F. Disseminations for Adult Records**

1. All public requests for information from the Sex Offender Registration file maintained in DCI must be referred to the Sheriff's Office. At no time should another law enforcement agency provide this information to the public from the DCI system.
2. The public should be encouraged to and may access the Internet directly to obtain Sex Offender Registration information. Go to the DCI website and select the Sex Offender and Public Protection Registry from the links on the left hand side of the page. The Internet address is [www.ncfindoffender.com](http://www.ncfindoffender.com).

**G. Juvenile Sex Offender Registration**

1. Juvenile must be at least 11 years old at time of the commission of the offense.
2. Juveniles who are 16 or 17 years old will be bound over to superior court and would not register as a juvenile sex offender.
3. Juveniles must be adjudicated delinquent for one of the following offenses committed on or after October 1, 1999:
  - a. First Degree Rape.
  - b. Second Degree Rape.
  - c. First Degree Sexual Offense.
  - d. Second Degree Sexual Offense.
  - e. Attempted Rape or Sexual Offense.
4. At the dispositional hearing if the court determines that the juvenile is a danger to the community and should be ordered to register, the presiding judge will enter an order requiring the juvenile to register. If no order is issued, the juvenile will not be required to register.
5. There are no violations that can be enforced for a juvenile sex offender registration record.

**H. Dissemination of Juvenile Records**

1. Juvenile registration records are available to law enforcement agencies only.
2. This information is NOT public record and cannot be released to the public.
3. Juvenile registration records will not be placed on the Sex Offender Registry on the Internet, public inquiry (QSOP), or displayed on any county or statewide registry printouts.

4. Juvenile registration records will not be sent to the NCIC Sexual Offender Registration file.

## **XI. NC DOC Records Inquiry – CPQ**

### **A. Purpose**

1. This transaction would be utilized to access records from the NC Department of Corrections.
2. Responses may include DOC photo, parole status and other descriptor information.
3. In the future this transaction will allow North Carolina agencies access to other participating State DOC records.

### **B. Inquiry Options**

1. May Inquire By:
  - a. DOC Number.
  - b. FBI Number.
  - c. SID Number.
  - d. Name & Other Numerical Identifier.
2. Any responses received are for law enforcement/criminal justice use only. No public dissemination is allowed of these record responses.

## **XII. Hazardous Materials Inquiry - MQ**

### **A. Inquiry Options**

1. Inquiries are commonly performed by the four (4) digit internationally recognized code called a “UNN” number or placard number.
2. The transport vehicle should have this number displayed on placard on the vehicle.
3. Inquiries by chemical name, STCC code, and Railcar ID number are also available. Mobiles can only inquire by placard number.
4. Leave CTL field blank.

### **B. Response**

1. The response will indicate a variety of information including:
  - a. Chemical Name.
  - b. Personal safety precautions.
  - c. General handling and disposal procedures.
  - d. Public health hazards.
2. The response is nearly identical to the information available in the US DOT’s Emergency Response Guidebook.

### **XIII. Hit Confirmation Procedures**

#### **A. Requirements**

1. NCIC/CIIS requires that agencies be able to confirm their hot file records 24 hours a day, 7 days a week.
2. Confirming a hit means to contact the agency that entered the record to:
  - a. Ensure that the person or property inquired upon is identical to the person or property identified in the record;
  - b. Ensure that the warrant, missing person report, protection order, or theft report is still outstanding;
  - c. Obtain a decision regarding:
    - 1) The extradition of the wanted person when applicable;
    - 2) Information regarding the return of the missing person to the appropriate authorities;
    - 3) Information regarding the return of stolen property to its rightful owner; or
    - 4) Information regarding the terms, conditions, and service of a protection order.

#### **B. Hit Confirmation Request- YQ**

1. Performed by agency that receives a hit that matches the person or property of the inquiry.
2. Notifies originating (entering) agency that their record needs to be confirmed.
3. Requesting agency should choose appropriate priority. Priority is either:
  - a. **Urgent** - within 10 minutes. In those instances where the hit is the only basis for detaining a suspect, or the nature of a case requires urgent confirmation of a hit; or
  - b. **Routine** - within 1 hour. Generally this will be used when the person or property is being held on local charges or when an urgent confirmation is not required.
4. If confirmation is not received after the specified time frame expires, requesting agency may send a second hit confirmation request. Sending a second request (place a 2 in the REQ field) will also notify the state control terminal agency. If no response after the second request time expires, a third request may be needed which will notify the state control terminal agency again and the FBI.
5. An agency detaining an individual on local charges where the individual appears identical to the subject of the wanted person record and is within the geographical area of extradition must confirm the hit.

6. Hit confirmations will be processed by the appropriate section or personnel designated by your agency.

**C. Hit Confirmation Response - YR**

1. Upon receipt of a hit confirmation request, the ORI of the record must furnish a substantive response within the designated time frame.
2. The response should indicate a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject the hit.
3. Complete the hit confirmation response form, which will inform the requesting agency of the confirmation status.

**D. Additional Guidelines**

1. After the hit confirmation is completed and record is confirmed, the requesting agency should perform a LOCATE transaction. LOCATE transaction will be performed by the appropriate section or personnel designated by your agency.
2. Contact by telephone can be made in addition to the hit confirmation transactions.
3. NC Attorney General's opinion states that a confirmed hit is probable cause to obtain a fugitive warrant.
4. A copy of all hit confirmation transactions should be maintained in the case file pertaining to that record.

**XIV. Driver Issuance/History Information**

Within Omnixx Force there will be different DMV forms that a user can choose. The user will have the ability to choose the standard DMV forms or the mobile DMV forms. The response will vary depending on which forms and options are used.

**A. NC Driver's Issuance/History - QDF, CTRL + D**

1. Inquiry Options.
  - a. By Customer ID. (same as operator license number)
    - 1) 1 to 12 numeric identifier assigned by NC DMV.
    - 2) Default response is NC Driver History Record.
    - 3) Inquiry Options using Customer ID.
      - Issuance Only (No History) option may be used to obtain driver issuance information only, and/or
      - Vehicle Registration option may be used to request NC vehicle registration linked to the customer ID being used in addition to the driver license response.
    - 4) Customer Merged Records - If DMV has detected an individual was issued more than one Customer

ID, they will combine the records to a “Primary Customer ID”. Other associated ID’s, names, DOB, etc. will be provided in the record response when inquiry is made using the primary or any of the secondary Customer IDs. (Known as Alias and Case Combined identifiers). The automatic wanted/missing person search is made with the primary Name, DOB, and Customer Number obtained from the DMV response. In order to assure you do a thorough wanted person search, the operator should perform additional wanted person inquiries on the additional names, DOB’s and customer numbers provided in the response.

- b. By Name.
  - 1) Last, first, and middle name may be questioned (?).
  - 2) Single match will provide NC Driver Issuance response.
  - 3) Multiple responses will provide a listing of possible matches.
  - 4) Options that may be used with Name.
    - a) DOB or Age. Use 8 digits in the DOB field. (Example: May 7th, 1955 = 05071955)
    - b) Race.
    - c) Sex.
    - d) County - Use the first 5 characters of county name.
    - e) City - Use the complete name of the city.
    - f) Number of Pages field may be used to request number of multiple responses pages desired.
    - g) Any person that has a last name with spaces between segments should be run with a “?” between each segment. See page 61-62 for examples.
- 2. “Multiple or No Record” response will NOT cause a wanted/missing person inquiry.
- 3. A single response from a NC Driver’s License inquiry will generate a search by primary NAME, DOB, & OLN of:
  - a. Wanted/Missing Persons - which will also search the Foreign Fugitive, Secret Service Protective, Immigration Violator, Violent Gang & Terrorist Organization, National Sex Offender Registry, Protection Orders, Identity Theft and Supervised Release files.
  - b. NC Concealed Handgun Permits.
  - c. NC Sex Offender Registration.
- 4. DMV Special Requests.

- a. Effective July 1, 2008, NC DMV began changing from an over the counter issuance to a central issuance.
  - 1) The first DMV office to begin central issuance was the Lillington, NC office. Other offices will begin this new process throughout this year.
  - 2) DMV will issue a Temporary Driving Certificate (TDC) which will be valid for 20 days.
  - 3) The permanent license will be issued within 20 days, provided the customer passes all record checks.
  - 4) If the customer does not pass the record's check, DMV will not issue the permanent license. The status of the TDC will be changed to CANCELLED.
- b. Off-line searches may be requested directly to NC DMV by submitting written documentation.
- c. DMV digital images are now available when inquiring by OLN.
- d. DMV Identity Theft Unit. (See page 63 for information).
- e. **Information regarding these items is available in the Links menu category of Omnixx Force.**
- f. **Currently, vertical licenses will be provided for underage drivers. Age 18 reference for tobacco purchase and age 21 for alcohol purchase. Cards reflecting both age references will display a red and/or yellow bar next to the customer's image.**

**B. Out-of-State Driver's Issuance Query - DQ**

- 1. The two character state code must be placed in the NLETS Destination code field.
- 2. Inquiry Options.
  - a. By Name, DOB, and Sex.
    - 1) Will provide Driver's Issuance information from the state requested.
    - 2) Will also perform Wanted/Missing person inquiry.
  - b. By OLN only.
    - 1) Will provide Driver's Issuance information from the state requested.
    - 2) Will NOT perform Wanted/Missing Person inquiry.
  - c. Regional inquiries allowed by Name, DOB and Sex.
  - d. Responses and information will vary depending upon the state.
  - e. NLETS Driver Issuance Help Files (available from an in-house DCI terminal) provide automated information to aid in understanding the policies/responses of other states.

- h. Mexico Driver Issuance information is available for commercial drivers only.
  - 1) Destination ORI (DRI) will be MX.
  - 2) Information may only be requested by OLN.
  - 3) OLN and category code on driver's license must be used.
  - 4) NOT currently an automatic reply; requires manual processing.
- i. NLETS transactions will not search the NC Concealed Handgun Permit or NC Sex Offender files.

**C. Out-of-State Driver Issuance Unknown DOB query - DNQ**

- 1. Name only and may use optional fields.
- 2. Will NOT perform Wanted/Missing Person inquiry.
- 3. Not all states support this transaction and optional fields vary.

**D. Out-of-State Driver History query - KQ**

- 1. Inquiry Options.
  - a. Name, DOB & Sex.
  - b. OLN - allowed by some states.
  - c. Some states require Purpose & Attention fields to be completed with the person's name requesting the driver history.
    - 1) C - Criminal Justice.
    - 2) J- Criminal Justice Employment.
    - 3) D - Domestic Violence and Stalking cases.
    - 4) F - Firearm Permit Background Investigation.
    - 5) E - Non-Criminal Justice Employment.
  - d. Regional inquiries are not allowed.
  - e. Will NOT perform Wanted/Missing Person inquiry.
  - f. Not all states support this transaction.
  - g. Refer to "Dissemination of Driver History" section for non-criminal justice uses and logging requirements.

**E. Canadian Driver Information - UQ**

- 1. DRI will be Canadian province or territory.
- 2. Name, DOB & Sex are mandatory.
- 3. Must give reason and if person is in sight.
- 4. Provides Driver's Issuance and Wanted status.

**F. NLETS Driver Issuance Help Files - HL**

Provides information to aid in understanding the policies/responses of other states.

**G. Dissemination of Driver History/Issuance**

1. Driver's History data can only be given to authorized law enforcement/criminal justice personnel unless requests are for approved non-criminal justice uses.
2. Non-criminal justice uses of Driver History data.
  - a. Defense attorneys have access to NC DMV records only if the following criteria are met:
    - 1) Request is for a defendant represented in a criminal or infraction court case. (No civil court cases)
    - 2) Defense attorney access form has been completed.
    - 3) Form must either be signed by a District Attorney/ADA or notarized by notary public.
    - 4) Defense attorneys' may receive Out-of-State Driver History if meeting criteria (See pages 64-65).
    - 5) Agency performing inquiry should maintain defense attorney access form on file for one year.
  - b. Authorized licensing/non-criminal justice employment checks such as taxi permit, ABC license, etc.
  - c. Government employees or applicants who will be required to operate a government owned vehicle.
  - d. Driver History data used for non-criminal justice purposes listed above are required to be logged for 1 year.
3. Release of Driver Issuance Information.
  - a. This information may be released to authorized law enforcement and criminal justice personnel for the administration of criminal justice information.
  - b. This information may also be released for approved non-criminal justice uses, such as purpose code E.

**H. Mobile NC Driver Issuance Inquiry - QDRV**

This is a mobile transaction that will search both in-state and out-of-state driver issuance and history information from one inquiry instead of multiple screens. This transaction is very similar to the QDF and the DQ. This mobile transaction will provide the same response and spin offs as the standard inquiry transactions.

1. In-State Inquiry Options.
  - a. By Customer ID. (same as Operator License Number)
    - 1) 1 to 12 numeric identifier assigned by NC DMV.
    - 2) Default response is NC Driver Issuance information (no Driver History). If Driver History is needed, place a "Y" in the Driver History Field. If the history is not needed, leave this space blank. The PUR and ATTENTION field are not used for North Carolina inquiries.



- 3) STATE or NLETS DESTINATION field will default to NC.
  - 4) Customer Merged Records - If DMV has detected an individual was issued more than one Customer ID, they will combine the records to a "Primary Customer ID". Other associated ID's, names, DOB, etc. will be provided in the record response when inquiry is made using the primary or any of the secondary Customer IDs. (Known as Alias and Case Combined identifiers). The automatic wanted/missing person inquiry is made with the primary Name, DOB, and Customer Number obtained from the DMV response. In order to assure you do a thorough wanted person search, the operator should perform additional wanted person inquiries on the additional names, DOB's and customer numbers provided in the response.
- b. By Name.
- 1) Last, first, and middle name may be questioned (?).
  - 2) Single match will provide NC Driver Issuance response.
  - 3) Multiple responses will provide a listing of possible matches.
  - 4) Options that may be used with Name.
    - a) DOB or Age. Use 8 digits in the DOB field. (Example: MMDDYYYY)
    - b) Race.
    - c) Sex.
    - d) County - Use the first 5 characters of county name.
    - e) City - Use the complete name of the city.
2. "Multiple or No Record" response will NOT cause a Wanted/Missing Person inquiry.
3. A single response from a NC Driver License inquiry will generate a search by primary NAME, DOB, & OLN of:
- a. Wanted/Missing Persons - which will also search the Foreign Fugitive, Secret Service Protective, Immigration Violator Felon, Violent Gang & Terrorist Organization, National Sex Offender Registry, Protection Orders and Convicted Persons on Supervised Release files.
  - b. NC Concealed Handgun Permits.
  - c. NC Sex Offender Registration.

**I. Mobile Out-of-State Driver's Issuance Query - QDRV**

1. The two character state code must be placed in the State or NLETS DESTINATION field. If left blank the computer will assume it is an in-state inquiry.
2. Out-of-State Inquiry Options.
  - a. By Name, DOB, and Sex.
    - 1) Will provide Driver's Issuance information from the state requested.
    - 2) Will also generate a Wanted/Missing Person Inquiry.
  - b. By OLN only.
    - 1) Will provide Driver's Issuance information from the state requested.
    - 2) Will NOT generate a Wanted/Missing Person inquiry.
  - c. By Name Only.
    - 1) May be used, but will NOT generate a Wanted/Missing Person inquiry.
    - 2) Not all states will support this transaction.
    - 3) Optional fields AGE, SEX, CITY, and COUNTY may vary from state to state. In-house DCI terminals can access NLETS HELP files to obtain help information for name only inquiries.
  - d. Regional inquiries allowed by Name, DOB and Sex. Mobile devices cannot access help information to obtain regional codes. Each agency is responsible for advising specific codes.
  - e. Responses and information will vary depending upon the state.
  - f. NLETS Driver Issuance Help Files (available from a standard in-house DCI terminal) provide automated information to aid in understanding the policies/responses of other states.
  - g. Mexico Driver Issuance information is available for commercial drivers only. Currently, the response is not automated and requires manual processing.
  - h. NLETS transactions will not search the NC Concealed Handgun Permit or NC Sex Offender files.

**J. Mobile Out-of-State Driver's History Inquiry - QDRV**

1. Out-of-State Inquiry Options.
  - a. Name, DOB, and Sex.
  - b. OLN - some states only give Driver's History if the OLN is used.
2. Some states require the PUR (purpose code) and ATTENTION field (to list the person's name requesting the Driver History).

3. The following purpose codes can be used when requesting out-of-state driver history through NLETS:
  - a. C - Criminal Justice.
  - b. J - Criminal Justice Employment.
  - c. D - Domestic Violence and Stalking Cases.
  - d. F - Firearms Permit Background Investigations.
  - e. E - Non-Criminal Justice Employment.
4. Refer to “Dissemination of Driver History” section for non-criminal justice uses and logging requirements.
5. Inquiry identifiers vary depending on the state.
6. Regional inquiries are not allowed.
7. Will NOT generate a Wanted/Missing Person inquiry.
8. Responses and information will vary depending upon the state.

## **XV. Vehicle Registration Information**

Within Omnixx Force there will be different DMV forms that a user can choose. The user will have the ability to choose the standard DMV Forms or the mobile DMV forms. The response will vary depending on which forms and options are used. NC and Out of State Vehicle registration information retrieved through DCIN should be conducted for official law enforcement and criminal justice purposes only. NC and Out of State Vehicle registration information should only be disseminated to appropriate law enforcement and criminal justice users. All other inquiries must be directed to the NC DMV or the appropriate State DMV.

### **A. NC Vehicle Registration File - QVR, CTRL + R**

1. Inquiry Options.
  - a. License Plate Number.
    - 1) Complete license plate number must be used and omit any hyphens, spaces, and special characters.
    - 2) Partial license plate data cannot be obtained by DCI.
    - 3) Will generate Stolen/Wanted check on the LIC used.
    - 4) Options that may be used with license plate number.
      - a) License Plate Year - will default to the current year if left blank.
      - b) Can be used to obtain either a registration for a specific year or a plate history of the vehicle(s) to which this license plate has been assigned.
      - c) “All Years” option may be used when inquiring by license plate only; provides history of all vehicles associated with that license plate back to 1996.
  - b. Vehicle Identification Number.

- 1) May use entire VIN or partial VIN with question mark.
- 2) Will generate Stolen/Wanted check if entire VIN used.
- 3) Options that may be used with VIN.
  - a) Vehicle Year - 4 digits.
  - b) Vehicle Make - if this field is being used, must have appropriate code.
  - c) Vehicle Style - use appropriate vehicle code.
- c. Name
  - 1) Last, first or middle name may be questioned (?).
  - 2) Name query will not generate Stolen/Wanted check.
  - 3) Options that may be used with Name.
    - a) DOB.
    - b) City - Use the complete name of city.
    - c) County - Use the first 5 characters of county name.
    - d) Business - Mandatory if inquiring on a business name. If inquiring on a business name, place a "Y" in this field; otherwise leave blank.
- d. Customer ID. (same as Operator License Number)
  - 1) 1 to 12 numeric identifier assigned by NC DMV.
  - 2) Options that may be used with the Customer ID.
    - a) Driver History option may be used to request Driver History response; or
    - b) Driver Issuance option may be used to request Driver Issuance response.
    - c) If either option is used, a Wanted/Missing person inquiry will be performed using Name, DOB, and OLN obtained from the Driver Issuance response.
- e. Title Number.
  - 1) NC DMV Title Number may be up to 15 alphanumeric characters..
  - 2) Will not search any Stolen/Wanted files.
- e. Handicap Placard Number.
  - 1) NC DMV placard number may be up to 8 digits.
  - 2) Will not search any Stolen/Wanted files.
- f. Lien.
  - 1) May be used with the LIC, VIN, Name, or Title.
  - 2) Lien information can only be returned with a vehicle detail response.
- g. DMV Special Request - Agencies may make special requests for off-line searches directly to NC DMV by submitting written documentation.

- h. Seized DWI Vehicles Per NCGS 20-28 3.  
DCIN provides a method to notify NC DMV of DWI seized vehicles as required by state law.
- i. Seized Tags Per NCGS 20-45.  
DCIN provides a method to notify NC DMV of seized tags as required by state law.

**B. Out-of-State Vehicle Registration Inquiry - RQ**

- 1. Inquiry Options.
  - a. **LIC, LIY and LIT** or by **VIN**.
    - 1) By **LIC, LIY and LIT** or by **VIN**.
    - 2) Some states require VMA code.
    - 3) Regional inquiries allowed by LIC and VIN.
    - 4) Will always search Stolen/Wanted files.
    - 5) If LIC is more than 8 characters, 2 left most characters dropped for stolen check.
- 2. Out-of-State Vehicle Registration Inquiry By Name/DOB – RNQ.
  - a. Name and DOB are mandatory.
  - b. Will always search Stolen/Wanted files.
  - c. Regional inquiries not allowed Name and DOB.
  - d. Not all states support this transaction.
- 3. Canadian Vehicle Registration Query – XQ.
  - a. DRI will be Canadian Province or Territory.
  - b. By LIC or VIN.
  - c. Canadian wide inquiry permitted by VIN only (DRI will be CP).
  - d. Must give reason for request and if person /property is in sight.
  - e. Provides Vehicle Registration and Stolen status responses.

**C. Mobile NC/Out-of-State Vehicle Registration Inquiry - QVEH**

This is a mobile transaction that will search both in-state and out-of-state Vehicle Registration from one inquiry instead of multiple screens. The mobile transaction will provide the same response and spin offs as the standard inquiry transactions.

- 1. In-State Inquiry Options.
  - a. By License Plate Number.
    - 1) Complete license plate number must be used.
    - 2) Omit any hyphens, spaces and special characters.
    - 3) Partial license plate data cannot be obtained through the system. An offline search would need to be conducted.
    - 4) STATE or NLETS DESTINATION field will default to NC when left blank.
    - 5) Will generate Stolen/Wanted check.
    - 6) Options that may be used with license plate number.

- a) LIY (License Plate Year) - will default to the current year if left blank. Can be used to obtain either a registration for a specific year or a plate history of the vehicle(s) to which this license plate has been assigned. To obtain a plate history, use ALL in LIY field.
  - b) LIT (License Type) - field will default to PC (Passenger Car) when left blank. Agency is responsible for advising operators how to obtain additional codes when needed.
- 7) Regional Inquiries are allowed by LIC. If terminals cannot access help information to obtain regional codes, agency is responsible for advising operator how to obtain these codes.
- b. By VIN.
  - 1) Use entire VIN.
  - 2) STATE or NLETS DESTINATION field will default to NC when left blank.
  - 3) Will generate Stolen/Wanted check.
  - 4) Regional inquiries may be made using VIN.
  - 5) Options that may be used with VIN
    - (a) VMA (Vehicle Make and/or style) - Required by some states. If used, must indicate appropriate code.
    - (b) VYR (Vehicle Year) - 4 digits.
- c. By Name.
  - 1) Last, first and middle name.
  - 2) STATE or NLETS DESTINATION field will default to NC when left blank.
  - 3) Name query will generate Wanted/Missing check if complete DOB is used.
  - 4) Options that may be used with Name.
    - a) DOB.
    - b) County - Use the first 5 characters of county name.
    - c) City - Use the complete name of city.
    - d) Business - Mandatory if inquiring on a business name. If inquiring on a business name, place a "Y" in this field; otherwise leave blank.
- d. By Title Number.
  - 1) NC DMV title number may be up to 15 digits.
  - 2) Will NOT search any Stolen/Wanted files.
- e. By Handicap Placard Number.
  - 1) NC DMV placard number may be up to 8 digits.
  - 2) Will NOT search any Stolen/Wanted files.

- f. By Lien - may be used with the LIC, VIN, Name or Title.
  - g. DMV Special Request - Agencies may make special requests for off-line searches directly to NC DMV by submitting written documentation.
2. Out-of-State Inquiry Options.
- a. By License Plate Number.
    - 1) Complete license plate number must be used.
    - 2) Omit any hyphens, spaces and special characters.
    - 3) Partial license plate data cannot be obtained through the system. An offline search would need to be conducted.
    - 4) The two character state code must be placed in the STATE or NLETS DESTINATION field. If left blank the computer will assume it is an in-state inquiry.
    - 5) Will generate Stolen/Wanted check.
    - 6) Options that may be used with license plate number.
      - a) LIY (License Plate Year) - will default to the current year if left blank. Can be used to obtain either a registration for a specific year or a plate history of the vehicle(s) to which this license plate has been assigned.
      - b) LIT (License Type) - field will default to PC (Passenger Car) when left blank. Agency is responsible for advising operators how to obtain additional codes when needed.
    - 7) Regional inquiries are allowed by LIC. If terminals cannot access help information to obtain regional codes, agency is responsible for advising operator how to obtain these codes.
  - b. By VIN.
    - 1) Use entire VIN.
    - 2) The two character state code must be placed in the STATE or NLETS DESTINATION field. If left blank the computer will assume it is an in-state inquiry.
    - 3) Will generate Stolen/Wanted check.
    - 4) Regional inquiries may be made using VIN.
    - 5) Options that may be used with VIN.
      - a) VMA (Vehicle Make and/or style) - Required by some states. If used, must indicate appropriate code.
      - b) VYR (Vehicle Year) - 4 digits.
  - c. By Name
    - 1) Last, first and middle name.

- 2) DOB is mandatory - If unknown, use 00000000.
  - 3) The two character state code must be placed in the STATE or NLETS DESTINATION field. If left blank the computer will assume it is an in-state inquiry.
  - 4) Name query will generate Wanted/Missing check if complete DOB is used.
  - 5) Responses will vary depending upon the state.
3. NLETS Vehicle Registration Help Files will provide automated information to aid in understanding the policies and responses of other states. These HELP files are available only on a standard in-house DCI terminal.

## **XVI. National Insurance Crime Bureau (NICB)**

### **A. NICB Files**

1. NICB provides automated access to twelve different files:
  - a. Manufacturer's Shipping – indicates to whom, when, and where a vehicle has been shipped.
  - b. Salvage – indicates that the vehicle has been damaged (cause of loss) and information relating to the claim.
  - c. Impound – indicates the vehicle was impounded by a law enforcement agency, but does not indicate if the vehicle has been claimed.
  - d. Export – indicates that the vehicle has been exported out of the country.
  - e. International Index – records of stolen or salvaged vehicles for Canada, Germany, France, and Sweden.
  - f. Auction – vehicles processed through auction houses prior to sale.
  - g. Pre-inspection – vehicles processed through an authorized inspection center in some states, where the VIN does not match current VIN edits.
  - h. Vehicle Claim – vehicles where physical damage claim has been filed with insurer; prevents duplicate claims being filed.
  - i. Rental – vehicles maintained as part of a rental company fleet.
  - j. Theft – vehicles reported stolen that are no longer maintained by NCIC or CPIC (purged).
  - k. Theft Recovery – vehicles that were listed in NICB's Theft File that have been recovered.
  - l. NCIC/CPIC Canceled – includes NCIC vehicle theft records dating back to 1972 and CPIC vehicle theft records dating back to 1996.



- m. Lienholder Information.
- n. Mexican OCRA Data.
- o. Ebay Auction Information.
- 2. Inquiries are for investigative uses and may provide information on the entire “life cycle” of a vehicle from manufacture to salvage/disposal.
- 3. A standard NAQ transaction query from the National Insurance Crime Bureau Files (NICB) may return two responses.
- 4. Web Access: [www.nicb.org](http://www.nicb.org).

**B. Inquiry to all files at NICB (NAQ)**

- 1. Inquiry by VIN only.
- 2. Will search NICB files only and not the NCIC stolen files.
- 3. Vehicle registration inquiries by VIN will not check NCIC files.

**XVII. Boat Registration Information**

Within Omnixx Force there will be different boat registration forms that a user can choose. The user will have the ability to choose the standard Boat Registration form or the mobile Boat Registration form.

**A. NC Boat Registration Information - QBR**

- 1. Inquiry Options.
  - a. Registration Number.
    - 1) Will provide owner information and boat type.
    - 2) Will provide Stolen Boat check.
  - b. Boat Hull Number.
    - 1) Will provide boat type.
    - 2) Will provide Stolen Boat check.
    - 3) Will not give owner information.
  - c. Name of Owner.
    - 1) Inquiry by name will provide a list of names, address, name type, registration numbers, and hull numbers.
    - 2) Will not provide Stolen Boat check.
- 2. Response
  - a. Registrations are renewed either annually or every three years.
  - b. Address information may be more current than DMV address information.

**B. Out-of-State Boat Registration Information - BQ**

- 1. Inquiry Options.
  - a. Registration Number.
    - 1) Will provide Boat Registration information.
    - 2) Will provide Stolen Boat check.

- b. Boat Hull Number.
  - 1) Will provide Boat Registration information.
  - 2) Will provide Stolen Boat check.
- c. Name of Owner.
  - 1) If name is used, the DOB is mandatory. Use 8 digits for DOB - if unknown, use 8 zeros (00000000).
  - 2) Will NOT provide Stolen Boat check.
- 2. Responses provided and information given will vary depending upon the state. NLETS Boat Registration Help File will provide automated information to aid in the understanding of policies/responses of other states.

**C. Mobile NC/Out of State Boat Registration Information - QBOT**

This is a mobile transaction that will search both in-state and out-of-state Boat Registration from one inquiry instead of two. This mobile inquiry will provide the same response and spin offs as the standard inquiry transactions.

- 1. In-State Inquiry.
  - a. Registration Number.
    - 1) Will provide owner information and boat type.
    - 2) Will provide Stolen Boat check.
    - 3) The STATE field will default to NC when left blank.
  - b. Boat Hull Number.
    - 1) Will provide boat type.
    - 2) Will provide Stolen Boat check.
    - 3) Will not give owner information.
    - 4) The STATE field will default to NC when left blank.
  - c. Name of Owner.
    - 1) Will provide a list of names, address, name type, registration numbers, and hull numbers.
    - 2) Will not provide Stolen Boat check.
    - 3) Cannot use DOB field for in-state Boat Registration inquiry.
    - 4) The STATE field will default to NC when left blank.
- 2. Out-of-State Inquiry.
  - a. The two character state code must be placed in the STATE or NLETS DESTINATION CODE field. If left blank the computer will assume it is an in-state inquiry.
  - b. Inquiry Options.
    - 1) Registration Number.
      - a) Will provide Boat Registration information.
      - b) Will provide Stolen Boat check.

- 2) Boat Hull Number.
  - a) Will provide Boat Registration information.
  - b) Will provide Stolen Boat check.
- 3) Name of Owner.
  - a) If name is used, the DOB is mandatory. Use 8 digits for DOB - if unknown, use 8 zeros (00000000).
  - b) Will NOT provide Stolen Boat check.
- c. Responses provided and information given will vary depending upon the state. NLETS Boat Registration Help File will provide automated information to aid in the understanding of policies/responses of other states. This file is available from an in-house DCI terminal.

## **XVIII. Aircraft Registration & Tracking**

Nlets provides aircraft registration information via DCIN.

### **A. Aircraft Registration Inquiry – (GQ)**

- 1. Inquiry Options.
  - a. Registration Number & Aircraft Sighted. Will provided detailed response of aircraft information as well as owner information.
    - 1) Aircraft Sighted is a Yes or No code.
    - 2) If Aircraft Sighted is a Yes, must indicate Date Sighted.
    - 3) Any sightings indicated will be added to the tracking data.
  - b. Serial Number – Provides detailed response of Aircraft information.
  - c. Name of Owner – Listing of Aircraft information associated by Name.
- 2. Basic registration information also available via FAA's website
- 3. The URL is <http://registry.faa.gov/aircraft.asp>
- 4. The information on this website will only be updated once a month.

### **B. Aircraft Tracking Inquiry**

- 1. Nlets no longer provides support for the Aircraft Tracking transactions. Law enforcement may contact the FAA for tracking information and must have a law enforcement purpose.

# **MODULE 1**

## **General Inquiries**

### **Independent Exercises**



## Introduction and Overview Questions

1. The unique identifier assigned to a terminal with DCI access, which is used to route in-state messages is a/an:
  - a. ORI
  - b. TID
  - c. UID
  - d. PID
2. The unique identifier assigned by the FBI to every law enforcement and criminal justice agency nationwide is a/an:
  - a. ORI
  - b. TID
  - c. UID
  - d. PID
3. Operators taking a DCI on-line test must make \_\_\_\_\_ or higher to become certified in a specific module.
  - a. 70%
  - b. 80%
  - c. 90%
  - d. 75%
4. To send an in-state free text message to another agency/terminal within North Carolina for the exchange of law enforcement/criminal justice related information, the operator would use a/an \_\_\_\_\_ transaction.
  - a. SEND
  - b. Administrative Message (AM)
  - c. Message header
  - d. Utility message
5. The Omnixx feature that allows a user to search for and view messages that were sent and received during previous sessions of Omnixx Force is the:
  - a. Message Display
  - b. Message Window
  - c. Message Log
  - d. None of the above
6. An operator can receive field help for a specific field (such as name format) in an Omnixx form by:
  - a. Placing a “?” in the field and transmitting
  - b. Right-clicking within the specific field and selecting Field Help.
  - c. Pressing the F1 key with the cursor inside the field.
  - d. None of the above.

## NCIC/DCI Files Review

1. A Wanted Persons inquiry may generate a response from which of the following files?
  - a. Wanted Persons
  - b. Missing Persons
  - c. A NC Registered Sex Offender
  - d. Any of the above.
2. A “hit” from the NCIC Missing Persons file may indicate which of the following categories?
  - a. Disabled
  - b. Endangered
  - c. Runaway Juvenile
  - d. Any of the above.
3. A riding lawn mower that has been found abandoned is believed to be stolen. The operator should perform a \_\_\_\_\_ inquiry to determine if it has been entered into NCIC.
  - a. Stolen Part
  - b. Stolen Article
  - c. Stolen Vehicle
  - d. None of the above
4. An NCIC Gun inquiry must be made using:
  - a. An Owner-Applied Number
  - b. A Serial Number
  - c. Model number when serial number is not available
  - d. Any of the above.
5. An operator needs to determine if a traveler’s check is entered into NCIC as stolen. The operator should perform a \_\_\_\_\_ inquiry.
  - a. Stolen Article
  - b. Stolen Security
  - c. Stolen Part
  - d. None of the above
6. The transaction used to confirm with the entering agency that the hit that was received on a DCI or NCIC record is still valid is called a/an:
  - a. Locate
  - b. Hit Confirmation
  - c. Inquiry
  - d. Validation

## **DMV Review Questions**

1. A NC Driver's License inquiry may be made using which of the following?
  - a. Customer ID (Operator's License Number)
  - b. Name only
  - c. Name and optional data (such as DOB or Age, Race, Sex)
  - d. Any of the above
2. A single response from a NC Driver's License inquiry does NOT generate a Wanted/Missing Persons search.
  - a. True
  - b. False
3. An Out-of-State Driver's License inquiry may be made using which of the following?
  - a. Operator's License Number (OLN)
  - b. Name, DOB, and Sex
  - c. Name only in some states
  - d. Any of the above
4. An Out-of-State Driver's License inquiry using only Name/DOB/Sex will perform a Wanted/Missing Person search.
  - a. True
  - b. False
5. A NC Vehicle Registration inquiry using a license plate will perform a Stolen/Wanted search automatically.
  - a. True
  - b. False
6. An Out-of-State Vehicle Registration inquiry may be made using which of the following?
  - a. License Plate (along with year of expiration and type)
  - b. Vehicle Identification Number (VIN)
  - c. Owner's Name/DOB in some states
  - d. Any of the above
7. A NC Vehicle Registration inquiry using the owner's name will NOT perform a Stolen/Wanted search.
  - a. True
  - b. False

## Instructions for Taking the Online Certification Tests

1. New users must be authorized by the Training Specialist teaching the class before the user can test. The Training Specialist will authorize new users at the end of the last day of instruction the user is scheduled to attend.
2. New users must attend 90% of classroom instruction in order to be authorized to test.
3. Users who are recertifying do not require authorization by DCI staff.
4. Before any user can take a certification test, he/she must coordinate the testing with their agency's Terminal Agency Coordinator (TAC). The TAC will schedule a date/time for the testing and may specify a particular location where the testing is to occur. If testing has not been done within fifteen days of the end of classroom instruction, the user will lose access to Trainer and must attend class again.
5. Users who are recertifying should not be testing unless they are within 30 days of expiring. A user can take a re-certification test up to 90 days after their expiration date has passed. Once this 90-day period has passed, the user must attend class instruction as a new user. Users who have expired will not be able to use Force until successful completion of testing in the applicable module(s).
6. If a user takes a certification test without properly contacting his agency TAC, the score will be deleted and the student must retake that test. The user will be sanctioned by the SBI. A subsequent violation, after having been sanctioned, will result in revocation of the user's DCI certification.
7. Tests will consist of both true/false and multiple choice questions pulled at random from a test question pool. Generally, a test consists of either 25 or 33 questions.
8. Tests are timed. A user taking a 25-question test, for example, is allowed 40 minutes to complete the test.
9. If a student does not complete the test within the time limit allowed, the test will submit automatically.
10. While taking the online test, the user may use his/her certification manual and his/her notes from class. The user may not use any other materials. The user cannot receive assistance from anyone while taking this test, except clarification from the TAC on how to use the Trainer software.
11. Cheating or assisting in cheating is fraud! If a user is caught cheating or assisting another user in cheating, the users' DCI certification may be revoked. The results of the investigation will be turned over to NC Dept of Justice Training & Standards, who may revoke other certifications as well (law enforcement officer, criminal justice instructor, telecommunicator, and/or correctional officer certifications).
12. When the test has been submitted for grading, the user will immediately receive a results page displaying the score for that test. This results page will display test categories (portions of the outline) and the results are broken down by category.
13. The results page **MUST BE PRINTED**. The user should sign or initial the results page and a **COPY OF THE RESULTS PAGE MUST BE GIVEN TO THE TAC!** A certification of completion will also be available for printing once successfully completing the test.
14. The TAC should also sign or initial the results page and maintain this printout for 2 years. This form is subject to DCI audit.
15. Users must make a score of at least an 80% for each test for granting of certification (or recertification). Users making an 80 or higher are granted certification rights immediately.



In compliance with the FBI CJIS Security Policy, the SBI has implemented changes to the DCI Network password structure and expiration. These changes are effective **August 1, 2007**:

1) Passwords will consist of a mandatory minimum eight (8) character format and must contain at least one letter, one number, and at least one special character.

a. Special characters that are allowed include the following:

, ? > : ; ' ! @ # \$ % ^ \* ( ) + = [ ] \ ~ `

b. Passwords cannot be the same as a User ID in any case.

c. Do NOT use a period (.), forward slash (/), less than (<), underscore (\_), dash (-), quote ("), ampersand (&) or curly brackets ({ or }) as a special character.

TAC/POCs must remind Mobile Users of the password change requirements every 60 days since most mobile software is not programmed to receive a password-change prompt through DCI. If a Mobile User does not change their password by the expiration date, the agency TAC/POC must reset the password.

2) Passwords will expire every 60 days

a. When a user logs into Omnixx, the User will receive a prompt at least 15 days before the password expiration allowing the User to change the password.

b. Passwords cannot be re-used within 15 password changes.

c. The FBI CJIS Security Policy requires a change of password every 90 days. However, allows for each to set stricter standards. (*FBI CJIS Security Policy, version 4.3, Section 2.0, Purpose*).

Passwords can be changed at any time at the Omnixx Log On Screen on either a desktop or mobile. TAC/POCs must continue to use UPPERCASE when establishing new passwords or resetting passwords in Console.

**There may be mobile switches that do not currently allow special characters in the login password. Mobile users may have to maintain a six (6) character password as letters and numbers until programming changes are made with local vendors. Agencies with mobile devices are subject to the special character and eight (8) character requirement for the DCIN password. Agencies should work with their mobile vendors to implement the necessary changes.**

## Mobile Quick Code Sheet

State Codes					
AL	Alabama	KY	Kentucky	ND	North Dakota
AK	Alaska	LA	Louisiana	OH	Ohio
AZ	Arizona	ME	Maine	OK	Oklahoma
AR	Arkansas	MD	Maryland	OR	Oregon
CA	California	MA	Massachusetts	PA	Pennsylvania
CO	Colorado	MI	Michigan	RI	Rhode Island
CT	Connecticut	MN	Minnesota	SC	South Carolina
DE	Delaware	MS	Mississippi	SD	South Dakota
DC	Dist. of Columbia	MO	Missouri	TN	Tennessee
FL	Florida	MT	Montana	TX	Texas
GA	Georgia	NB	Nebraska	UT	Utah
HI	Hawaii	NV	Nevada	VT	Vermont
ID	Idaho	NH	New Hampshire	VA	Virginia
IL	Illinois	NJ	New Jersey	WA	Washington
IN	Indiana	NM	New Mexico	WV	West Virginia
IA	Iowa	NY	New York	WI	Wisconsin
KS	Kansas	NC	North Carolina	WY	Wyoming

NLETS Regional Codes			
Region	Code	Region	Code
A - Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	A1	E - Illinois, Indiana, Michigan, Missouri, Ohio, Wisconsin	E1
B - Delaware, D.C., Maryland, New Jersey, New York, Pennsylvania	B1	F - Iowa, Minnesota, Montana, Nebraska, North Dakota, South Dakota,, Wyoming	F1
C - Kentucky, North Carolina, South Carolina, Virginia, Tennessee, West Virginia	C1	G - Arizona, Colorado, Kansas, New Mexico, Oklahoma, Texas, Utah	G1
D - Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Puerto Rico	D1	H - Alaska, California, Hawaii, Idaho, Nevada, Oregon, Washington	H1

NLETS Regional codes may be used instead of standard state codes in inquiries such as:

- (1) Driver's inquiry by Name/DOB/Sex
- (2) VIN inquiries on vehicles with no license plates

Common NCIC Article Codes			
Article Type	NCIC Type Code	Article Type	NCIC Type Code
Bicycle	BBICYCL	Power Booster	RPOWERB
Camera	CCAMERA	Stereo (Home)	RSTEREO
CD Player/Changer	RCDPLAY	Stereo Receiver	RRECEIV
Cell Phone	DTELEPH	TV	RTELEVI
Computer	DCOMPUT	VCR	RVIDEOR
FAX Machine	OFAX	Video Camera	RVIDEOC
Pager	RPAGER	Microwave Oven	HOVEN

Common Gun Make Codes			
Make	Code	Make	Code
Charter Arms	CAC	Ruby Arms	RUB
Colt	CLT	Ruger	SR
Glock	GLC	SIG	SSS
H&K	HEC	Smith & Wesson	SW
Remington	REM	Winchester	WIN

Common Gun Type Codes					
PR	Pistol (revolver)	PI	Pistol (semi-automatic)	PA	Pistol (fully automatic)
SI	Shotgun (semi-automatic)	SP	Shotgun (pump)	RI	Rifle (semi-automatic)
RA	Rifle (fully automatic)	RL	Rifle (lever action)	RB	Rifle (bolt action)

Common Vehicle Make Codes			
Make	Code	Make	Code
Chevrolet	CHEV	Honda	HOND
Dodge	DODG	Isuzu	ISU
Ford	FORD	Mercedes Benz	MERZ
General Motors	GMC	Toyota	TOYT

Commonly Used TID's			
Agency	TID	Agency	TID

WARNING - THE IDENTITY OF THE SUBJECT IDENTIFIED IN THIS RECORD HAS BEEN REPORTED STOLEN. PLEASE REVIEW THE VICTIM PROFILE AND USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON.

MKE/IDENTITY THEFT

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19530531  
DOE/20040519 HGT/601 WGT/202 EYE/BRO HAI/BRO SKN/ALB SMT/SC R HND  
FPC/121011CO141159TTCI13 MNU/AS-326141811 SOC/212665660  
OCA/123456

MIS/IDENTITY HAS BEEN USED IN CREDIT CARD FRAUD

PWD/T45\*D8#9 IDT/CFRD

ORI IS ANY CITY PD 410 555-5555

NIC/J123456789 DTE/200505056

\*\*\*\*\*WARNING - STANDING ALONE, NCIC IDENTITY THEFT FILE  
INFORMATION DOES NOT FURNISH GROUNDS FOR THE SEARCH AND  
SEIZURE OF ANY INDIVIDUAL, VEHICLE, OR DWELLING.\*\*\*\*\*  
IMMED CONFIRM IF THIS PERSON IS THE VICTIM OR PERPETRATOR

If a hit response includes image information, the following caveat for images will be included after the initial warning caveat:

**ATTENTION - THE FOLLOWING MUGSHOT/FINGERPRINT IS  
ASSOCIATED WITH A VICTIM OF AN IDENTITY THEFT RECORD.  
PLEASE BE AWARE THAT THE MUGSHOT/FINGERPRINT SPECIFIES THE  
VICTIM AND NOT THE OFFENDER.**

## Multi Segmented Names

**Any person that has a last name with spaces between segments should be run with a “?” between each segment.**

**Example 1 – DE?LA?CRUZ,MARIA returned 53 matches.**

Here are samples of the possible matches. Notice how the last name can have several formats:

- MARIA DEL ROCIO GUTIERREZ DE LA CRUZ
- MARIA MAGDALENA DE-LA-CRUZ
- MARIA VIRLISSA LACBAYO DELA CRUZ
- MARIA ISABEL DELA-CRUZ-GONZALEZ
- MARIA DELACRUZ
- MARIA DELOSANGELES DELACRUZ ACEVEDO

**A name with multiple segments run without the “?” or spaces**

**Example 2 – DELACRUZ,MARIE returned only 9 possible matches.**

Here are samples of the possible matches. Notice how the name format does not have the variety as seen above:

- MARIA DELACRUZ
- MARIA ANTONIETA DELACRUZ
- MARIA DELOSSANTOS GUITAR DELACRUZ

**A name with multiple segments run without the “?” and with spaces between each segment**

**Example 3 - DE LA CRUZ,MARIA will return No Records.**

RESPONSE BASED UPON:

NAME: DE LA CRUZ,MARIA

CITY:

COUNTY: BIRTH DATE: AGE: RACE: SEX: PAGES: 7

ATTENTION:

## DIRECTOR LICENSE BY NAME

NO MATCH FOUND ON NAME SEARCH.

- END OF MESSAGE \*

\*\*\*\*\*

**As a result of a name inquiry single response coming back from DMV will have the last name with the spaces removed for the spin-offs to generate appropriate hits.**

For example a query using DE?LA?CRUZ,MARIA with DOB 08041980 returns a single response from DMV Driver's Issuance with the appropriate spin-offs responses from NC CHP, NC SOR, QW, and NCIC SOR.

Example of the NCIC Wanted Person response

NO NCIC WANT OLN/22568436

NO NCIC WANT NAM/DELACRUZ,MARIA DOB/19800804

\*\*\*\*\*

## DMV Establishes Identity Theft Unit

The North Carolina Department of Transportation Division of Motor Vehicles (DMV) has established an Identity Theft Unit. This Unit can furnish DMV images to authorized criminal justice agencies. The Unit also has the capability of comparing a digital image provided by law enforcement to the DMV database. This facial recognition software allows DMV to search through millions of images of persons in NC DMV who have been issued a driver's license or ID card.

### Hours of Operation:

Monday through Friday      8am until 5pm

The Unit can be reached by an in state message to DCIN interface DME.

**DEFENSE ATTORNEY ACCESS OF SBI/DCI NETWORK** (Rev. 3--2009)

I, \_\_\_\_\_, of \_\_\_\_\_ law firm represent the following defendant and have entered the named criminal/infracton case in accordance with N.C.G.S. § 15A-141-:

IDENTIFYING INFORMATION	
DEFENDANT'S NAME	
DATE OF BIRTH, RACE, AND SEX	
OPERATOR'S LICENSE # AND STATE	
SOCIAL SECURITY NUMBER	
CASE DOCKET NUMBER	
PROSECUTORIAL DISTRICT	
COURT DATE	
TYPE OF INFORMATION REQUESTED	
N.C. DRIVING HISTORY	
OUT OF STATE DRIVING HISTORY (CONSENT FORM REQUIRED)	
N.C. CRIMINAL RECORD CHECK (QHNC/QRNC PURPOSE PA)	
NATIONAL CRIMINAL RECORD CHECK (QH/QR PURPOSE C)	
DCIN OPERATOR NAME AND DATE	
<b>IF NATIONAL CRIMINAL RECORD IS REQUESTED DISTRICT ATTORNEY OR ASSISTANT DISTRICT ATTORNEY MUST SIGN THIS DOCUMENT</b>	<b>ORIGINAL SIGNATURE OF DISTRICT ATTORNEY OR ASST. DISTRICT ATTORNEY AUTHORIZING RELEASE</b>

The above requested information is relevant to my client's defense in this criminal proceeding. I understand that the use of this information for any purpose other than those outlined above may result in prosecution under N.C.G.S. § 14-454 (Accessing Computers) and any other applicable law(s). I further understand that any misuse of this information obtained through the SBI/DCI system or fraudulent completion of this document may result in a grievance being filed with the North Carolina State Bar.

REQUESTING ATTORNEY INFORMATION	
ATTORNEY'S PRINTED NAME	
ATTORNEY'S ORIGINAL SIGNATURE	
TELEPHONE NUMBER	
NORTH CAROLINA STATE BAR NUMBER	

\*\*\* NOTARY NOT REQUIRED IF DOCUMENT IS SIGNED BY DISTRICT ATTORNEY \*\*\*

SWORN AND SUBSCRIBED BEFORE ME THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

MY COMMISSION

EXPIRES: \_\_\_\_\_

Notary Public



Q. May a defense attorney be given an out of state driving record from DCIN?

A. Only if two requirements are met:

1) The attorney must have formally entered a criminal proceeding representing the driver/defendant. NCGS § 15A-141 defines when an attorney has entered a criminal proceeding, and;

2) Under the Federal Driver's Privacy Protection Act, the attorney must also provide express written consent of the driver. A copy of such consent should be attached to and kept with the defense attorney access form.

**General Consent for Release of Personal Information**

I, \_\_\_\_\_ (printed name of motorist), authorize the  
\_\_\_\_\_ (name of agency releasing information) to  
disclose or otherwise make available to my attorney, \_\_\_\_\_  
\_\_\_\_\_ (name of attorney), personal and highly restricted personal  
information including identifying information, photographs, images, social  
security number, driver identification number, name, address, telephone number,  
medical and disability information about me in connection to my motor vehicle  
operator's permit, motor vehicle title, motor vehicle registration, driver safety  
record, and identification card issued by a department of motor vehicles.

\_\_\_\_\_ (signature of driver)

\*\*\*\*\* THIS MUST BE NOTARIZED\*\*\*\*\*